



Myton Park Primary School

Health and Safety

<i>CREATED/REVISED:</i>	<i>May 2018</i>
<i>BY:</i>	<i>Elisabeth Lee</i>
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<i>APPROVED BY GOVERNING BODY:</i>	<i>Resources Committee 12 June 2018</i>

RED ALERT

EMERGENCIES IN THE CLASSROOM

If an emergency occurs within the classroom situation and you need help quickly (an epileptic fit, broken bone etc) send the nearest child to your colleague with the message "RED ALERT". If you are the recipient of this message, send the child on to the Head Teacher/Deputy Head Teacher, or senior post, who will then do what is necessary. YOU must go to the aid of your colleague immediately.

HEALTH AND SAFETY GUIDELINES

The Governing Body of Myton Park Primary School has unanimously accepted the Health and Safety Manual for Schools issued by Stockton on Tees Local Authority and will comply with this said policy statement and regulations. The Policy document is available for all employees of Stockton on Tees Local Authority at Myton Park Primary School to read and familiarise themselves with. It is displayed in the staff room.

Because of the individual needs and requirements of Myton Park Primary School, all staff both teaching and non-teaching, need to be aware of the following statements and codes of practice:

Health and Safety Representatives – Mrs Lee

Health & Safety Governor – Mr Lionel Danby

Trained First Aider

Mrs Siddle	Mrs McFarlane	Mrs Jones
Mrs Westcough	Mrs Kushnirenko	Mr Busby (Oct 19)
Mrs Smith	Mrs Longley	Mrs Lambert
Mrs Vance	Mrs Holmes	Mrs Hallas
Mrs Ashcroft	Mrs Foster	Mrs Hallam
Mrs Clark	Mrs Robinson	Mrs Vance

Any accidental injury, no matter how slight or trivial, which occurs during the course of the school day (8.55am to 3.20pm) must be reported to the First Aiders and their expertise sought and advice taken.

RECORDING OF ACCIDENTS

Any accident must be entered in an accident book.

1. For “simple” bumps and grazes – record in the Incident Book.
2. For more serious concerns eg head injuries, injuries to eyes, nose, ears or broken bones or sprains – record in book kept in the Office and complete Form ACCID.1 (which replaces Form 57).

NB Any child receiving a bump to the head must take home a head injury slip and a site of injury slip

EMERGENCIES

FIRE

Clearly stated procedures are displayed in each area of the school and staff must familiarise themselves with the procedure:

1. When the alarm sounds (a long continuous bell) use the Fire Exit door in the classroom OR if not in the classroom, exit by the nearest outside door.
2. Walk the children calmly to the far end of the playground and call the register.
3. Check all toilet and cloakroom areas and close all windows and doors.
4. The Head or Clerk will ring 999 for the Fire Service, but if they are not available, the nearest adult must perform this task.
5. Parents and visitors involved in the school day must also evacuate the premises.
6. On NO account must anyone return to the premises until permission from the Station Officer in charge of the incident has been obtained.

Familiarise yourself with the “break glass” alarms and the positions of the fire extinguishers, BUT your first duty is the safe evacuation of the children in your care.

FIRE DOORS

These are clearly labelled “Fire Exit” and they must NEVER be obstructed or bolted during the school day – failure to comply with this regulation could result in loss of life.

FIRE EXTINGUISHERS

Fire extinguishers are situated in all main areas and are of two types:

- a) a dry powder, which can be used on all types of fire
- b) water, which must never be used on electrical fire (heaters, computers etc)

Lunchtime procedures – see file in fire section of filing cabinet in office

EMERGENCIES IN THE CLASSROOM

MAJOR EPILEPSY (previously known as “grand mal”)

Protect the casualty from injury during the fit by:

- a) try to support him if he is falling and lay him down gently in a safe place, if possible.
- b) Clear a space around him, loosen clothing around the neck gently and place something soft under the head.
- c) When the convulsions cease, place the casualty in the recovery position to aid breathing.
- d) Stay with the casualty until you are certain recovery is complete.

DO NOT – move or lift the casualty

- forcibly restrain the casualty
- put anything in the casualty's mouth
- try to move the casualty

CONVULSIONS

Despite their alarming nature, these are quite common in young children. The aim here is to protect the child from injury and cool the child down to reduce the intensity of the fit. You must:

- a) ensure a good supply of fresh air
- b) clear a space around the child if the convulsions are severe
- c) cool the child by sponging with tepid water, starting from the head and working down
- d) do not allow the child to become too chilled
- e) reassure the child, speaking quietly and calmly

CHOKING

Children can be at risk from choking because of inadequately chewed food or because of an object put inside the mouth. Treatment of a choking fit is as follows:–

- a) encourage child to cough the obstruction out
- b) if this does not work, attempt to dislodge it by bending the child over and back slapping
- c) only if this fails try to force the obstruction out by abdominal thrust
 - place child on your lap and put one arm around the abdomen
 - clench your fist and place it with your thumb inwards in the centre of the upper abdomen, supporting the back with your other hand
 - press your clenched fist into the abdomen with a quick inward and upward movement.
- remember not to use too much pressure

BURNS

Burns caused by “wet” heat such as steam or hot liquids are called scalds, but for practical purposes, the management of burns and scalds is the same. The most likely eventuality of burns happening in school is in the food technology area, but with careful management, the likelihood of this can be drastically reduced. Treat all burns and scalds as follows:-

- a) reassure the casualty
- b) place the affected area under slowly running cold water for at least 10 minutes, longer if pain persists.
- c) If there is no running water available then use any cold, harmless liquid such as milk.
- d) Dress the area with a clean, sterile non-fluffy material.
 - Never – break blisters
 - apply lotions or ointments
 - use adhesive dressings on a burn or scald

NOSE BLEEDS

This may occur as the result of a blow of some kind to the nose. It can cause considerable loss of blood and is often quite distressing to a young child. Treatment is as follows:

- a) sit casualty down with the head well forward
- b) get child to breathe through the mouth
- c) pinch the soft part of the nose
- d) do not allow the child to speak, swallow, cough or sniff
- e) release pressure on nose after 10 minutes, but if bleeding has not stopped continue treatment for further 10 minute periods.
- f) Do not let casualty raise his/her head
- g) Do not let casualty blow nose for at least four hours
- h) Clean up and comfort child

FRACTURES

A fracture is a broken or cracked bone and are of two types:

- a closed fracture
- an open fracture

In an open fracture, the overlying skin is broken, exposing the bone, bleeding is evident and there is a great risk of infection from contamination entering the site of the fracture.

In a closed fracture, the skin is not broken but there may be swelling due to internal bleeding.

The signs to look out for if a fracture is suspected are:

- a) a child may have difficulty in moving the limb normally
- b) swelling of the injured part
- c) pain at the site if the injury
- d) deformity at the site
- e) signs of shock

Not all of these signs and symptoms will be present in every fracture but as many as possible should be noted by simple observation without moving any part unnecessarily. Casualties should be treated at the site of the injury and the aim is to prevent movement of the suspected fracture until it has been immobilised and then arrange removal to hospital. The child must be kept as comfortable as possible and protected from the cold. If you are ever in doubt about the severity of an injury, always treat as a fracture.

NEVER ask a child to walk or “wiggle” what appears to be a suspected fracture.

FAINTING

A faint is a brief loss of consciousness caused by a temporary reduction in the flow of blood to the brain. Recovery is usually rapid and complete. Very young children often do not know that they have fainted and are often down and up before the adult realises what has happened. Treatment is as follows:-

- a) raise legs and loosen any tight clothing
- b) ensure that casualty has plenty of fresh air
- c) reassure child whilst he/she is regaining consciousness, gradually raising them to a sitting position.
- d) Do not give anything by mouth until casualty is fully recovered

UNCONSCIOUSNESS

There are many causes of unconsciousness eg head injury, shock etc. The cause may be difficult to isolate but this should not delay treatment which is as follows:-

- a) ensure that casualty's air passage is open
- b) if not, open with jaw lift and head tilt
- c) remove any constrictive clothing
- d) assess the level of response – eyes, movement, to speech
- e) place in the recovery position and keep warm. NEVER leave an unconscious casualty alone. Remove to hospital as soon as possible.

ASTHMA ATTACKS

Every teacher has a list of children who use inhalers for asthma. Children should be taught the correct usage of their inhaler so that they can self administer on entry to school.

Inhalers are kept in the classrooms and are clearly labelled with the child's name. During an attack the child must be kept calm and reassured. Always ensure a good supply of fresh air. Let the child administer the inhaler. Never cuddle a child having an attack – this compresses the airways.

SUMMONING AN AMBULANCE

If this is necessary, the Head Teacher or Secretary will perform this task. If they are not available any member of staff must. The teacher or a teaching assistant must accompany the child to hospital and stay with the child until the parents arrive – they will then take responsibility for the child. The parents must be contacted immediately and given the name and location of the receiving hospital. Only when the parents arrive can the teacher/teaching assistant leave.

ILLNESS IN THE CLASSROOM

Children should not be sent to school if they are unwell. If the parent insists on leaving a child who is obviously ill, please refer the parent to the Head Teacher or Deputy who will deal with the matter. If the child becomes ill in school or says that they feel ill, refer to the Head Teacher or Deputy before saying anything to the child. It is often not possible for a child to go home (parents at work or child too sick to travel). However, parents are asked to provide a contact telephone number and/or address where they, or a relative, can be reached. If a child has an "accident" in school, all spillages (blood, vomit etc) must be cleaned with anti bacterial spray and staff cleaning these spillages must wear gloves, as many parasites and germs are carried in bodily excretions.

PERMANENT TEETH

“Prevent a child from losing a smile”. If a child knocks out a permanent front tooth (Y2 possible) please store this in milk until dental advice can be sought.

MEDICINE IN SCHOOL

Please refer to medicine in school guidelines which is kept in the school office.

EDUCATIONAL VISITS ~ REFER TO VISITS CHECKLIST AND PROCEDURES

It is the responsibility of all professional staff to be fully aware of the possible dangers/risks which could happen during an educational visit. A preliminary visit should be made to any unfamiliar venue and every visit must be fully planned and arrangements discussed with the Head Teacher. A risk assessment should be completed and relevant sectioned shared with all group members including the children. Refer to staff handbook. If taking parental helpers, you must brief them on First Aid procedures and emergencies. Inhalers must be taken for children who need them. A First Aid kit must also be carried containing:-

- sterile dressings
- a triangular bandage
- scissors
- wet cotton wool
- paper towels etc

SAFE PRACTICE IN THE CLASSROOM

Again as a professional, it is your responsibility to ensure the safety and well-being of the children in your daily care. You must insist that the children learn:-

- a) safe carrying skills in P.E
- b) safe and sensible tool handling in D.T
- c) hygienic food handling in Food Technology and general safety near cookers, hot surfaces and microwaves
- d) sensible use of computers and audio equipment, and any electrical equipment being used.

Risk assessments should be completed for any potentially hazardous activities.

Please refer to safe practice working procedures see appendices*

This safe, sensible attitude must be encouraged from the earliest age and must continue throughout the school.

SAFE PRACTICE OUTSIDE THE CLASSROOM

This relates primarily to acceptable behaviour within our school and in the playground. As the teacher on duty, you are responsible for the safety of all children in the playground at that time. You are “in loco parentis”. For what we have termed as acceptable behaviour please refer to our Behaviour Policy. All staff must see that safe practice is carried out throughout the school be all children.

SWIMMING

Staff must be aware of the “duty of care”.

- a) Know how many pupils you have taken swimming
- b) Inform the instructor of any child with a medical condition
- c) Take a full part in the lesson
- d) Staff must read C.C.C “Safety at the Swimming baths”
- e) No jewellery

VISITORS/STRANGERS WITHIN THE SCHOOL

All staff are familiar with our visitors policy and adhere to its guidance.

C.O.S.H.H

These regulations are so specific that nothing should be brought into school unless permission to do so has been obtained from the Head Teacher. The file relating to C.O.S.H.H is available for reading in the Office.

RISK REMOVAL

Correct lifting procedures should be observed when moving/lifting/carrying any goods/equipment or materials. Equipment stored on shelves should be sited safely to prevent falling and so creating hazards to yourself or cleaning staff. Any faulty electrical equipment must be reported to the Office at once.

Reviewed Summer Term 2018

Next Review Date Summer Term 2019

Appendix 1

SAFE WORKING PRACTICE – SAND & WATER

- Sand must always be swept up to reduce the risk of a child slipping
- Staff must ensure that sand is never thrown
- Children who suffer from eczema/impetigo or any cut or open wound should not use sand
- Be aware of any tools which break or crack and remove them immediately
- Hands should be washed thoroughly when activity is finished
- Sand should be cleaned (sieved) termly and replaced when necessary
- Water should be changed daily – if this is not possible, then every two days
- Any water spillage should be mopped up at once to reduce the risk of slipping
- Staff must ensure that water is never thrown
- Broken or cracked containers, tools, must be disposed of and not used by children
- Children must not drink the water from the water tray

SAFE WORKING PROCEDURE – MOPPING/CLEANING VOMIT, BLOOD, BODILY FLUIDS

When mopping up vomit, blood or bodily fluids, use anti bacteria spray.

You must wear plastic gloves and apron

Sawdust (for vomit), anti bacteria spray, aprons, gloves are available from the caretaker's room.

Staff member to ensure children stay away from spillage.

Appendix 2

2. ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY IN THE SCHOOL

2.1 **The Governing Body**

2.1.1 *The Governing Body are responsible for:-*

- a) *developing and implementing a health and safety policy statement which gives details of how health and safety will be managed in the school and reviewing and updating the policy on a regular basis;*
- b) *setting the remit for the Health and Safety Committee which includes the items given in paragraph 2.2 (a) to (e);*
- c) *ensuring that the school implements an effective management system for health and safety by adopting policies and procedures for the school and reviewing and updating the policies and procedures on a regular basis;*
- d) *ensuring that the school has systems to monitor the need for non structural repairs in the school, to deal with potential hazards and to authorise the necessary work to achieve this;*
- e) *advising the Authority of any observed structural defects that could adversely affect the health and safety of staff, pupils and the public;*
- f) *ensuring that the school has systems for the safe condition, storage and maintenance of all equipment at the school and for ensuring that such equipment can be used safely in the normal running of school;*
- g) *ensuring that the premises are effectively managed to ensure that the means of access and exit are safe and without risks to health;*
- h) *ensuring that the plant, substance and equipment in the premises are safe and without risks to health;*
- i) *ensuring that the school has systems to deal with potential hazards to health and safety and that contact is made, where appropriate, with representatives of the Authority and contracting organisation;*
- j) *having a standard item relating the health and safety at work on the agenda of every ordinary meeting and receiving a report at the meeting on health and safety from the Head Teacher;*
- k) *ensuring that safety rules, concerning the use of premises and equipment, are displayed in appropriate locations within the school and are enforced;*
- l) *ensuring that safe working practices are adopted by staff and pupils and by contractors when on site;*
- m) *taking all reasonable action to ensure that health and safety considerations (including safest storage and condition of equipment) are taken into account by outside contractors. Where a contractor chosen by the school is not on the Authority's approved list, the adequacy of the contractor's insurance cover must be established, in accordance with the Authority's requirements;*

2.1.2 *The Governing Body and school staff note the Inspectors from the Health and Safety Executive or appropriate Officers of the Authority can at any reasonable time, or immediately if there is potential danger, enter the school premises to carry out their duties.*

2.1.3 *The Governing Body recognise that if they fail to comply with the Authority's Health and Safety Policy or do not implement the Codes of Practice on health and safety of those who attend, work or visit the school premises, its members may incur liability under*

Health and Safety at Work legislation. In the event that omissions or actions by the Governing Body in such matter require the Authority to incur expenditure to rectify the position, the school's delegated budget may be charged with the costs.

2.2 Health and Safety Committee

The Health and Safety Committee are responsible to the Governing Body for:

- a) monitoring the organisation of health and safety in the school;*
- b) ensuring that detailed health and safety standards for the school are in line with the standards of the County Council and the LEA which are contained in policies and Codes of Practice which are issued from time to time by the County Education Officer;*
- c) monitoring the effectiveness of the school's health and safety standards;*
- d) ensuring that the policies are fully implemented and the procedures are followed;*
- e) reviewing the health and safety training needs of the school;*

The committee meets once per term and members include representatives of the Governing Body and all teaching and non teaching staff.

2.3 The Head Teacher

The Governing Body of the School recognise that the Health and Safety at Work etc Act 1974 places duties on all Managers to ensure that the work of all employees under their control is carried out as safely as is reasonably practicable. In order to achieve this objective the Head teacher has responsibility for the organisation of health and safety in the school which includes the following;–

- a) setting the health and safety standards for the school in consultation with the Governing Body and staff in line with the standards of the County Council and the LEA.*
- b) Monitoring on behalf of the Governing Body the implementation of the County Council, LEA and school health and safety standards.*
- c) ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff. Reporting to the Governing Body and Health and Safety Committee on the progress being made towards achieving the health and safety standards which have been set and the implementation of policies and procedures in the school.*
- d) Ensuring that all staff (including all new starters and staff who are allocated new duties in the school) receive all health and safety information, instruction and guidance relating to Health and Safety issued to the school by the County Education Officer, the County Safety Adviser, the Department for Education, the Health and Safety Executive or any other responsible source.*
- e) Organising and co-ordinating the Health and Safety training and retraining of all staff and ensuring that the training provided is appropriate to the needs of the school staff. This includes Health and Safety Induction for all new starters and the training of all staff on the implications of Health and Safety legislation.*
- f) Ensuring that all staff supervised in order for them to take reasonable care for their own health and safety and for the health and safety of other employees, pupils and other persons.*

- g) *Nominating, as and when appropriate, members of staff to be responsible for specific aspects of Health and Safety and ensuring that all staff are made aware of any such delegation.*
- h) *Providing sufficient Risk Assessors of suitable knowledge and experience to undergo the corporate training in risk assessment areas.*
- i) *Identifying any additional support, training and advice required for the Risk Assessors and notifying the Staffing Services Officer in the Education Department of any problems encountered.*
- j) *Ensuring that all risk assessments are conducted in correct priority and adequate time is made available for the assessor to complete the assessment.*
- k) *Providing a local mechanism for carrying out risk assessments on any new, or modified work, before the work commences.*
- l) *Providing a local mechanism for reviewing all assessments at periodic intervals (maximum period 12 months).*
- m) *Ensuring that instructions issued by the County Education Officer for the reporting of accidents, dangerous occurrences, near misses and potential hazards are followed and an investigation takes place on all accidents with a view to introducing preventative action.*
- n) *Ensuring that adequate arrangements exist for safety procedures in the case of fire, that all staff, pupils and other persons are aware of such arrangements and that regular fire drills are carried out.*
- o) *Ensuring that adequate arrangements exist for the carrying out of first aid and for transporting injured staff, pupils and other persons to hospital and that all staff are aware of such arrangements.*
- p) *Ensuring that only appropriately trained and qualified staff supervise the use of potentially hazardous equipment or machinery.*
- q) *Ensuring that contractors employed within the school site do not endanger the health and safety of staff, pupils or members of the general public who may be present on the school site by their work activities.*

It is recognised that the duties given in paragraphs 2.3(a) to (q) above can be delegated to Senior Staff the overall responsibility for ensuring that these duties are carried out rests with the Head Teacher.

2.4 Health and Safety Rep

It is the policy of the school that employers duties are in part delegated to Managers who are responsible for work activities under their direct control. In order to achieve this objective the responsibility of staff with management responsibilities includes the following:-

- a) *In consultation with the Head Teacher setting the health and safety standards for their area of responsibility.*
- b) *Ensuring that all health and safety policies are fully implemented and the procedures are followed by all staff*
- c) *(including all new starters and staff who are allocated new*
- d) *duties within the school).*
- e) *Ensuring that all members of staff (including all new starters and staff who are allocated new duties within their area of responsibility) receive all health and safety instructions and guidance relating to their work which has been issued to the school by the County Education Officer, County Safety Adviser, Department for Education, the health and Safety Executive or any other responsibility*

source.

- f) Ensuring that all staff acting under their directions are aware of the health and safety precautions to be taken when undertaking potentially hazardous activities.
- g) Ensuring that any curriculum or other activities under their control include instructions on the correct and safe methods of carrying out potentially hazardous activities.
- h) Ensuring that all members of staff (including new starters and staff who are allocated new duties in the school) in the area of responsibility are trained, periodically re-trained and supervised in order for them to take reasonable care of their own health and safety and the health and safety of other members of staff, pupils and other persons.
- i) In consultation with the Head Teacher ensuring that the training provided is appropriate to the member of staff and the school.
- j) In consultation with the Head Teacher ensuring that sufficient risk assessors are provided for the school and that training on the implications of risk assessments is provided for all staff (including all new starters) in their area of responsibility.
- k) Ensuring that all risk assessments are carried out in their areas of responsibility and risk assessments are carried out on new and modified work before the work commences.
- l) Ensuring that all risk assessments in their area of responsibility are reviewed at periodic intervals.
- m) Ensuring that curriculum or other activities under their control do not involve staff and pupils in procedures likely to cause accidents.
- n) Ensuring that the County Council, LEA and school reporting procedures for accidents, dangerous occurrences and near misses are followed and that all accidents, dangerous occurrences. Potential hazards to safety and near misses are reported to the Head Teacher.
- o) Ensuring that any equipment or machinery under the control known to need repair is to be used until the necessary repairs have been carried out.
- p) Ensuring that fire safety procedures are followed by members of staff and regular fire drills are held.
- q) Ensuring that first aid procedures are implemented in the area of responsibility and first aid cover is maintained at all times.

2.5 Caretaker/Site Manager

- a) Where the cleaning of the school is carried out by a contractor, the Caretaker/Site Manager is responsible for acting as site monitoring officer in respect of the cleaning operations of the Contractor and ensuring that the employees of the Contractor observe and confirm with the health and safety requirements of the contract and the premises of the school re safety and there are no risks to health.
- b) The Caretaker/Site Manager is responsible for the security of the premises, the lighting and heating of the premises and ensuring that the premises are open for use as and when required.
- c) The Caretaker/Site Manager is responsible for carrying out the following duties where the cleaning operations are carried out by staff who are directly employed by the school:

- i) *Participating in setting the health and safety standards of their area of responsibility in consultation with the Head Teacher.*
- ii) *Implementing all health and safety policies, instructions and procedures for their area of responsibility and issuing them to all staff (including new starters) who are responsible to the Caretaker/Site Manager.*
- iii) *Fully implementing and following all health and safety policies, instructions and procedures for their area of responsibility (including rules relating to the use of specific machinery) and ensuring that the policies and instruction and procedures are followed by all staff (including new starters) who are responsible to the Caretaker/Site Manager.*
- iv) *Receiving training and periodic re-training in order to take reasonable care for their own health and safety and the safety and the health and safety of other members of staff, pupils and other persons.*
- v) *Ensuring that all members of staff (including new starters) within their area of responsibility receive training and periodic re-training by contacting the Head Teacher.*
- vi) *Carrying out assessments of the risks in their area of responsibility and carrying out risk assessments on new and modified work before the work commences.*
- vii) *Carrying out reviews of the risk assessments at periodic intervals.*
- viii) *Ensuring that they and their work colleagues take reasonable care to avoid accidents or injury to themselves, other members of staff, pupils and members of the general public, by their work activities.*
- ix) *Ensuring that any equipment or machinery under their control which is known to need repair is not used until the necessary repairs have been carried out.*
- x) *Following the school reporting procedures for accidents, dangerous occurrences and near misses and that all accidents, dangerous occurrences, potential hazards to safety and near misses are reported to the Head Teacher.*
- xi) *Following the fire safety procedures and ensuring that the procedures are followed by all employees.*
- xii) *Ensuring that first aid procedures are implemented in the area of responsibility and the first aid cover is maintained at all times.*

2.6 Risk Assessors

Risk Assessors are responsible for:–

- a) *Identifying all tasks that require to be assessed and agree a priority rating for carrying out risk assessments with the Head Teacher.*
- b) *Together with the Head Teacher agree time-scales for carrying out the assessments.*
- c) *Conduct risk assessments to the best of their ability. Recognise where their limit of experience lies and ensure that their Head Teacher is informed when additional assistance is required.*

2.7 All Teaching and Non Teaching Staff

The Health and Safety at Work etc Act 1974 places duties on all staff to ensure the health and safety of themselves and others affected by their work activities. In order to achieve this objective, all teaching and non-teaching staff are responsible for:–

- a) *Participating in setting the health and safety standards for*

their work in consultation with the Head Teacher.

- b) Receiving all health and safety policies, instructions and procedures for their work.*
- c) Fully implementing and following all health and safety policies, instructions and procedures which have been issued to them by the Head Teacher.*
- d) Observing all health and safety rules relating to the use of specific machinery.*
- e) Ensuring that any equipment or machinery under their control is not used until the necessary repairs have been carried out.*